



**2025-2026**

**MESABI EAST  
ELEMENTARY SCHOOL  
HANDBOOK**

**School telephone 218-229-3321**

**Office Hours: 7:30-4:00**

**Website [www.isd2711.org](http://www.isd2711.org)**

**Throughout Minnesota: call \*\*CRISIS (\*\*274747) Crisis Text Line: is  
available for free, 24/7 by texting MN to 741741.**

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*Dear Students and Parent/Guardian(s):*

*On behalf of the entire faculty and staff, we welcome you to Mesabi East Elementary School. We hope the years you spend with us will be productive and pleasant. We are proud of our school and hope that you will share this pride and always put forth your best effort and cooperation.*

*This handbook was developed to introduce our school to students and parents/guardian(s). Students and parent/guardian(s) should become familiar with the policies, procedures and activities of Mesabi East Elementary School.*

*The Mesabi East Elementary School is dedicated to providing a learning environment that fosters positive attitudes, self-esteem, and social and academic skills necessary for life. Our goal is to have students work, respect, and belong.*

*The staff expects the students to:*

- \* try their hardest and do their best*
- \* be responsible for one's self and behavior*
- \* treat others with respect and kindness*
- \* respect and care for property*

*We want everyone at Mesabi East to have a successful and enjoyable year. We believe in a consistent and accountable code of discipline and we treat students with courtesy and respect. If problems arise, we will work toward positive solutions with parents/guardian(s) whenever possible.*

*If you have any questions or concerns, please feel free to contact us.*

*Respectfully,*

*Kathryn Bukovic, Principal*

## MISSION STATEMENT

It is the mission of the Mesabi East Schools to inspire critical-thinking, community-minded, high achieving individuals.

## VISION STATEMENT

A Giant Leader in Education

## TITLE IX

This program deals with enforced compliance of federal and state laws prohibiting any form of discrimination by reason of race, color, ethnic origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability with regard to the programs offered by this school or to the recruitment, consideration, and employment of our personnel. Any questions or complaints regarding the mandates imposed on this school district by this law should be directed to the Principal (229-5365) or the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

## LOST AND FOUND

A small area located in the Kid's Closet will be designated for lost and found items. Items left in lost and found will be donated to a local charity at the end of each trimester. Parents, please label everything on the inside of your child's items.

## ELEMENTARY INFORMATION

The elementary school office is open from 7:45 a.m. through 3:45 p.m. Any parent needing information or assistance with school related matters may receive help by calling 229-3321 ext. 203. The elementary teachers' hours are 8 a.m. - 3:30 p.m. School hours are 8:15 a.m.- 3:10 p.m. on Monday, Tuesday, Thursday and Friday. Buses will leave campus at 3:15 p.m. School hours on Wednesdays are 8:15 a.m. - 2:10 p.m. Buses will leave campus at 2:15 p.m.

## CALLS TO YOUR CHILD'S TEACHER

We encourage you to email your child's teacher at school whenever it is necessary, please note that teachers are not always available to check their email throughout the day, please allow 24 hours for a response. Teacher's email addresses are available on our website, in the Elementary section, and via individual student PowerSchool accounts. Communication applications are also utilized in classrooms and parents will have access to those throughout the school-year.

## STAFF ROSTER

Kathryn Bukovic, Principal  
Kari Hunt, Secretary  
Dean of Students: M. Metzig  
ECFE/School Readiness: H. Seppala, J. Gauthier, J. LaValley, M. Peterson  
Kindergarten: T. Shuck, O. Trunk, S. Perpich  
First Grade: D. Lange, L. Sova  
Second Grade: A. Thiel, B. Sandstrom, A. Sand  
Third Grade: C. Landwer, B. Cromley,  
Fourth Grade: J. Zupetz, A. Hallin, B. Anderson  
Fifth Grade: B. Kokal, B. Ryks, T. Fredrickson  
Sixth Grade: D. Lang  
Music: T. Bockelmann, J. Peterson  
Phy. Ed.: J. James, D. Hillman, L. Erickson  
STEAM: K. Owens  
FACS: S. Jaspersen  
Art: S. Douglas  
Title 1: C. Hallin  
Giants Success: C. Hallin, N. Thornbloom  
Spec. Ed: B. Olson, M. Pelarski, M. Skorich  
ECSE: M. Wiedenhoft  
Speech: B. Mineheine, A. Burgess  
Nurse: J. Eckman

## Immunization Requirements and Information

Minnesota law requires every student enrolled in school to be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis B, and varicella.

Immunization Law: Minnesota Statutes, Section 121A.15, requires all students enrolling in an elementary or secondary school to show evidence of immunization or a legal exemption for medical reasons or conscientiously held beliefs. Immunization Information: <http://www.cdc.gov/vaccines/> <http://www.immunize.org/>

Exemptions to this law may be made by:

- A statement from a physician indicating that the immunization is contraindicated for medical reasons
- A laboratory confirmation of the presence of adequate immunity, or
- A notarized statement signed by the minor child's parent/guardian or by the emancipated person because of conscientious belief.

"Are Your Kids Ready for School" Minnesota School Immunization Law age/grade specific requirements  
<http://www.health.state.mn.us/divs/idepc/immunize/arekidseng.pdf>

Immunization Form: This form (or one with similar information) is required of every student in school. It provides dates of all immunizations received. It also provides exemption information. Print this form out to take to your next doctor's visit.

Please keep your child home until they are fever free for 24 hours without medication. In addition, if your child is vomiting or has diarrhea, please wait 24 hours after their last episode before returning to school.

## Medication Policy

For the safety of students, it is recommended that medication be given at home whenever possible. For example, medication prescribed three times a day can be given before school, after school and at bedtime. If medication must be given during school hours, we want you to be aware of the following school medication policy:

1. Prescription Needed. School personnel can only give medication with the written order of a health care provider that is licensed to prescribe and the written consent of a parent/guardian.
2. **Medication must be brought to school in a container labeled by the pharmacy, and delivered by the parent/guardian.**

The following information must be on the label:

- Child's full name
- Name and dosage of medication
- Time and directions for administration
- Physician's name
- Current date

3. If there is medication remaining after treatment or at the end of the school year, please make arrangements for it to be picked up by a parent/guardian.

4. Ask the pharmacist to put the medication in two containers, one for school and one for home.

5. Mixed dosages in a single container will not be accepted for use at school (for example, 5 mg and 10 mg tablets in the same bottle).

6. All medication administered at school will be kept in a locked cabinet(except when a student has permission to carry their medicine with them. See #7).

7. Students can carry medicine with them (for example, an asthma rescue inhaler) if they have written consent from parent/guardian and health care provider (including the request for the student to self-carry) and the school nurse has met with the student and checked that they can safely and successfully carry their own medicine.

8. A new medication consent form is required:

- When the dosage or time of administration is changed
- At the beginning of each school year
- If discontinued medication is restarted

9. Parent/guardian must notify the school in writing when the medication is discontinued.

10. Over the Counter -No Tylenol or over-the-counter medication can be given to children unless the above procedures are followed. Over-the-counter medications must be in the original container with dosing recommendations visible.

11. It is the joint responsibility of the parent/guardian, student, and school personnel to see that the medication is given at the right time.

## EVERY STUDENT SUCCEEDS ACT (ESSA)

### STANDARDS PLACEMENT

State standards are available at:

[http://education.state.mn.us/MDE/Academic\\_Excellence/Academic\\_Standards/index.html](http://education.state.mn.us/MDE/Academic_Excellence/Academic_Standards/index.html)

Mesabi East link: [www.isd2711.org](http://www.isd2711.org)

### ASSESSMENT INFORMATION

The Every Student Succeeds Act (ESSA) requires the state to prepare annual reports for parents and the public on the academic achievement of all public school districts and schools in the state. Notification must be disseminated to parents that this information is available for their review. School report cards are available on the Minnesota Department of Education website at <https://education.mn.gov/mde/index.html>

The Mesabi East School District uses a variety of assessments to measure the academic progress of our students. The assessments are used to guide instruction and identify students that may need academic interventions and support programs. Mesabi East Elementary provides administration statewide assessments, including the Minnesota Comprehensive Assessments (MCA) are how the state measures that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. For more information on statewide testing consult the Minnesota Department of Education (MDE) website or use the link provided below.

Parent Guardian Guide and Refusal for Student Participation: <http://education.state.mn.us/mdeprod/idcplg?>

### HIGHLY QUALIFIED

As a parent of a student in the Mesabi East School District, under the Every Student Succeeds Act (ESSA) you have the right to know the professional qualifications of the teachers who instruct your child. The Every Student Succeeds Act gives you the right to ask for the following information about each of your child's classroom teachers.

1. Whether the State of Minnesota has licensed or qualified the teacher for the grades or subjects he or she teaches.
2. Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
3. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
4. Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

## Mesabi East Wellness Policy

The purpose of this policy is to set forth methods that promote wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

The Mesabi East Schools Wellness Policy has been adopted by the Mesabi East School Board and a complete copy is available for viewing on the district website..

The school district will encourage all students to make age appropriate, healthy selections of foods, and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands and student stores.

The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

### SCHOOL LUNCH - BREAKFAST - MILK

Students are encouraged to use our hot lunch program. Free and reduced hot lunch and breakfast are available. Forms may be picked up in the Main Office.

Breakfast and Lunch prices this year: \$0.00 (no cost)

Milk only charge (\$0.32)

Your children may qualify for free meals. Additionally, through State funds, students who qualify for reduced-price school meals will also receive school meals at no charge. NOTE: Free meals do not include second meals or ala carte items. In order to qualify for free meals, you must complete an "Application for Education Benefits" form following the instructions (one form per household listing). Note: You do not need to complete the application, IF you have received a "NOTIFICATION LETTER/CERTIFICATION FOR FREE SCHOOL MEALS" from our district.

### CAFETERIA

The cafeteria is a place provided for students to eat their lunches and socialize. Normally there are not assigned seats; however, assigned seating will be necessary if a disruption does occur. It is the student's responsibility to clean his or her lunch area before they leave. Code of conduct applies in the cafeteria.

### INCLEMENT WEATHER

When weather conditions exist that would make it hazardous for students to get to school safely, students and parents will be notified through the Instant Alert System. Parents are responsible for keeping their contact phone number(s) up to date in their PowerSchool accounts. Parents may also listen to the local radio or television stations for school closings.



## PHONES AND ELECTRONICS

School phones are to be used by students only in emergency situations. Cell phones and personal listening devices are not allowed during the school day.

Cell phones, AirPods, headphones, and other communication or listening devices are subject to the following guidelines:

Students in grades PK-6 must keep their cell phones and personal listening devices in their lockers. They are not allowed to have or use them during class time.

Students serving detention, or in-school suspension (ISS) are not allowed to have cell phones or personal listening devices regardless of their grade level.

If a student uses a cell phone or personal device during non-approved times, they will be in violation of school rules and face disciplinary action. If a staff member asks a student to hand over a device due to inappropriate use, the student must comply. Failure to do so will be seen as disrespectful or defiant and will result in consequences.

Recording physical altercations or any other inappropriate behavior is strictly prohibited. Students caught videoing such incidents will have their phones confiscated and could face up to 5 days of out-of-school suspension (OSS). A parent or guardian will need to retrieve the phone from the school.

Students who refuse to disperse when witnessing an incident could face up to 2 days of OSS.

Students who post recorded altercations on social media will be subject to consequences.

According to the Code of Conduct, all students must follow the directions of any staff member. This includes complying with instructions, not walking away during a conversation with a staff member, and speaking respectfully.

Cell phone violation Consequences:

- First violation: The teacher will collect the cell phone and hold it until the end of the class period.
- Second violation: The teacher will collect the cell phone and it will be held in the office until the end of the school day.
- Third violation: The cell phone will be held in the office and a parent/guardian conference will be held.

Violations are counted for each incident, not based on individual teachers.

## STUDENT RECORDS

Each student has a permanent or cumulative record on file. This record is kept in the office and includes grades, attendance, truancy, health history, and standardized test scores. Records are confidential. Any parent/guardian may see the contents of these records by making an appointment. Any other person (with the exception of school administration, or teachers) must have a release form signed by the parent/guardian.

## FIRE, TORNADO, AND CRISIS DRILLS

Practice drills will be held during the year. Whenever a fire alarm rings, quietly leave the building. The directions for the evacuation of the school building are posted. Clear the building as soon as possible in an orderly manner. Elementary crisis plan is in effect for all emergency drills and lockdowns. Schools are required to hold five (5) Fire Drills, five (5) Lockdown Drills, and one (1) Tornado Drill each year.

## Dress Code

At Mesabi East, our appearance is important to us. The following guidelines are set in accordance with community standards.

Dressing appropriately for the weather is expected. Backpacks, crossbody bags, purses, blankets and winter/heavy jackets are not allowed in class and must be kept in lockers during school hours for safety reasons.

Inappropriate clothing includes but is not limited to the following:

1. Clothing that exposes any private parts, undergarments or midriff or shows an excessive amount of skin
2. Clothing bearing a message that is lewd, vulgar or obscene
3. Clothing promoting products or activities that are illegal for use by minors
4. Clothing that communicates a message that is racist, sexist, or otherwise derogatory
5. Clothing that communicates gang membership or affiliation, or approves or provokes any form of religious, racial or sexual harassment and/or violence against individuals
6. Clothing that would damage school property or injure people
7. Hats/hoods are not allowed with the exception of designated days.

Students will be directed to make modifications to their dress by changing into appropriate clothing or calling a parent/guardian for a change of clothes if administration believes a student's appearance, or mode of dress interferes with, disrupts the educational process, or poses a threat to the health or safety of others.

## SUPPORT SERVICES

Support services are available for the following programs:

1. Special Education Services
2. Speech Therapy
3. Adaptive Physical Education (DAPE)
4. Occupational Therapy/Physical Therapy
5. Title 1/Giant Success
6. A.D.A.P.T through Range Mental Health
7. School based therapy
8. Check and Connect

For further information, call the Elementary Office at 229-3321 ext. 203.

## DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENT AND EMPLOYEES

The principal, prior to distribution/scheduling, **must approve** all materials.

### Fundraising

All fundraising must complete a fundraising request form and have **administrative approval** by the building Principal, before scheduling and engaging in fundraising.

## SCHOOL VISITATION - STUDENT PICKUP

\*Please see the Early Childhood Handbook for Early Childhood procedures which differ from the elementary protocol.

1. For your child's safety, all visitors, including parents, must report to the elementary office when dropping off a late student upon entering the building. Please use **Door 6** during the day. Parents are always welcome, but we request that you call ahead to meet with a teacher, the dean of students, or the principal, or to visit a class.
2. Visitors will receive a visitor's pass to identify them in the building. Any person in the school without a visitor's pass will be asked to report to a school secretary. Non-school personnel will be prohibited from entering the playground area(s) without prior approval from the administration.
3. Students will not be released to an adult or an adolescent without verbal or written approval from office personnel. Parents must report to the elementary office to pick up their child early from school. Office personnel will contact the teacher to send the student to the office. Teachers/staff are not authorized to release students during the school day directly from their room or area to anyone other than school personnel or validated, legal parent/guardian.
4. Students are not permitted to bring siblings, relatives, friends, or pets to visit during school days without prior approval from the administration.
5. Student messages will be communicated via the elementary secretary. The secretary will make every attempt to relay messages to the classroom teacher, however, instructional time will not be interrupted, unless the situation is determined to be an emergency. Messages will be emailed to teachers or voice messages transferred. Parents, if your daily plans change, and you need to leave a message for your child, please make every effort to contact the school before 11:00 a.m.. We ask that communication goes through the elementary office and not through students and/or siblings due to being respectful of classroom schedules and instructional times.
6. Students may be dropped off at door six (6) at 7:55 am. Parents dropping students off are asked to remain with their student until that time. The carpeted area by door six (6) is the designated waiting area. Students will walk to their classrooms or breakfast without parent escort at 7:55.

BEHAVIOR EXPECTATIONS OF MESABI EAST STUDENTS PreK-6  
SCHOOL RULES: WORK, RESPECT, BELONG

**WORK**

Be Prompt and Prepared

1. Be on time
2. Come with appropriate materials to class (pencils, erasers, books, etc.)
3. Come with assignments completed

Demonstrate a Commitment to Learning

1. Remain on task
2. Respect the rights of others to learn

**RESPECT**

Respect Staff

1. Listen to any and all adults in the building
2. Follow directions
3. Accept responsibility for your behavior

Respect the Rights of Others

1. Use appropriate voices and language
2. Listen to the speaker
3. Respect opinions, differences, and sensitivities

Respect Property

1. Respect personal property of others
2. Respect school property

**BELONG**

Demonstrate Appropriate Social Skills

1. Accept disagreement, criticism, consequences, and complaints gracefully
2. Be courteous
3. Wear appropriate clothing
4. Promote safety and good health for yourself and others

**7 Mindsets**

1. **Everything is possible** - Dream big, embrace creativity, think positive, act and adjust
2. **Passion first** - Focus on strengths, explore your interests, take a stand, be authentic
3. **We are connected** - Embrace everyone, maximize positive relationships, build your dream team, lead with value
4. **100% accountable** - Own your life, overcome limiting beliefs, focus your energy, grow through life
5. **Attitude of gratitude** - Treasure yourself, be more grateful, thank it forward, elevate your perspective
6. **Live to give** - Stretch yourself, Make a difference, receive gracefully, create a legacy
7. **The time is now** - Embrace every moment, get in the zone, let yourself be vulnerable, act with purpose.

## DISCIPLINE POLICY

This discipline policy has been established to improve the academic and social behavior of the students. Discipline and consequences will always be at the discretion of the classroom teacher and or administration. Detention will be served from 3:15 p.m. until 3:45 p.m. every Monday, Tuesday, Thursday and Friday.

### Discipline Vision

Each day, every student will come to school to learn how to be productive, respectful, and responsible members of the school community. He or she will leave school having been challenged, feeling successful, and looking forward to tomorrow.

### DETENTION

Students may receive detention for the following reasons:

1. Cheating
2. Profanity
3. Disrespect of Authority
4. Classroom Disruptions
5. Violation of school rules
6. Stealing
7. Lying

### SUSPENSION

Students may be suspended for the following reasons; however, not limited to the following:

1. Nicotine/drugs/alcohol
2. Fighting
3. Vandalism - additionally, fines will be assessed and assigned according to damages.
4. Inappropriate internet content
- 5 Threats of Violence
6. Profanity directed at a staff member
7. Weapons
8. Skipping

### RESTORATIVE JUSTICE

Consequence is related to fixing the problem created by the student's misbehavior or as an alternative to detention, suspension, or expulsion. Efforts are made by the administration to examine alternatives to suspension that address the policy or violation, hold students accountable for their behavior, and weigh the safety and learning environment concerns for all students. Disciplinary actions not covered above will be dealt with on an individual basis. Administration reserves the right to final determination of all disciplinary actions.

## Bus Behavior

All Mesabi East students are reminded that being transported by Mesabi East buses is a **privilege...not a right**. Students are assigned a seat to help with transportation. Student behavior on the buses needs to reflect this understanding.

Students receiving three (3) bus behavior violations will be reviewed and may have privileges suspended.

After the first transportation suspension, any bus behavior violation, administration reserves the right to final determination of any and all disciplinary action. Not limited to exclusion of transportation privileges.

## Transportation Guidelines and Procedures

The ISO 2711 Transportation Department has provided the following information to familiarize you with our district guidelines and procedures related to the bus routes and bus stops. Our primary goal is the safe transportation of students to and from school. It is also important that parents assume a scope of responsibility at the bus stop, including getting children to and from bus stops.

Bus routes shall be planned to achieve maximum safety of operation with maximum economy within the limitations of rules and regulations governing transportation. Transportation services must also be efficient and cost-effective.

- Bus routes will not be extended or stops scheduled unless an eligible pupil (grades K-12) would otherwise be required to walk in excess of 3/4 mile. Exceptions are cul-de-sacs, non-through streets, and private property. (This provision shall be used to reduce excessive time and miles traveled whenever possible and practical).

## Transportation Procedures

Minnesota State law has a significant impact on our operating procedures. These regulations include distance requirements that are intended to assure that buses operate in a safe manner and can be easily seen by approaching motorists. The two fundamental criteria used in determining bus routes and stops are safety and efficiency of scheduling.

Every student needing busing (new to the district, current rider with address changes, etc.) is required to contact the transportation department with requests.

## Safety of routes/stops

- For safe pick-up and drop-off, students need to have a consistent, established schedule for both AM and PM locations. Pick-up and drop-off locations may be different, but they need to be consistent and regular. For example, students with split families (2 households) can have one AM location and one PM location for each household. A daycare stop can be included in a student's regular schedule.
- Students will not be allowed to change routes for parties, going home with other students, meetings, appointments or any other short term event. Calls and notes regarding these changes are not accepted.

- Bus stops will be permanent whenever practical, allowing the public to become familiar with stop locations.

#### Efficiency of Routes

- Roads must be at least 20 feet wide.
- Have adequate shoulders to allow the bus to pull off the roadway.
- Be kept clear of snow, sleet, ice, vehicles, and other obstructions that would prevent safe travel of school buses.

#### Parent's Responsibility

- Parents/Guardians are responsible for selecting their children's walking routes to and from bus stops, schools, and homes.
- Parents/Guardians are responsible for providing supervision that is appropriate to the student's age, maturity, and conditions that exist on the walk route.
- Make sure you know your children's bus number and stop location. You can review the corresponding bus number and symbol on our website.
- Review the bus rules with your children.
- Walk route safety concerns should be directed to the association or law enforcement agency responsible for the specific location/area.

### LOCKERS/STORAGE AREA

Students in grades Pre-K-6 will be assigned lockers if available. Lockers/Storage areas are the property of the school. The administration/staff, etc. has the right to search lockers, desks or personal possessions at any time if suspicious of any violations of policies and regulation codes.

1. Students cannot switch lockers/storage areas with someone else.
2. Students cannot store their material in someone else's locker/storage area.
3. Inappropriate posters/pictures, etc. will not be allowed.
4. Prek-grade 4 are not allowed to have locks on their lockers.

The school will not accept responsibility for the loss of valuables or other such items.

### ATTENDANCE

The academic education received in school is the foundation for all other learning. Children will not receive this education if they are not in attendance. Mesabi East Elementary School will do everything possible to ensure a quality education, but children need to be here on regular school days. It is the sole responsibility of the parents to see that their child(ren) attends school.

All students are expected to arrive every day at school between the hours of 8:00 AM and 8:15 AM and remain until 3:10 PM Monday, Tuesday, Thursday, Friday, and 2:10 on Wednesday. Pre-k students must be accompanied by an

adult until 8:15 when the pre-k staff returns from the bus area. Students are not allowed in the classrooms until staff is present.

Mesabi East Public Schools recognizes that daily attendance is critical to academic achievement. It is our goal to work with students, families and communities to support regular school attendance and improve academic achievement. Please call your school for further assistance or questions about the attendance policy.

## ABSENCES

School Attendance is very important. When a student is absent from school, a parent or guardian should contact the school via phone, email, or a written explanation including dates of absence(s). If your child is seen by a medical professional, a doctor's note is required. All absences are considered unexcused until a written or verbal explanation is received. If a student arrives prior to 9:30 am, the student will be marked as excused or unexcused tardy. If a student is absent for 3 consecutive days, the parent will be contacted by the classroom teacher. When a student has 7 unexcused absences an attendance letter will be sent to the parent/guardian and social services will be notified of absenteeism. If a student is absent for 15 consecutive days the student will be dropped from enrollment and social services will be contacted for educational neglect.

## GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 2711 (the "School District") to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, or religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

## II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

## III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District; or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel, should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report



form available from the principal of each building, or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

**A. In Each School Building.** The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. The building principal may designate a professional of the opposite sex, assigned to the building, as a direct complaint recipient. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

**B. In the District.** The School Board will designate a School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent. The School District shall conspicuously post the name of the Human Rights Officer(s) including mailing addresses and telephone numbers.

**C.** Submission of good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades, or work assignments.

**D.** Use of formal reporting forms is not mandatory.

**E.** The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

## WEAPONS AND ASSAULTIVE BEHAVIOR POLICY

**A. Possession of Weapons:** No student shall possess a weapon when in a school building, on school property or grounds, on or around vehicles used to transport school students or personnel, or at any school related activity or function. "Possession" means: To have a weapon on one's person and/or in, on, or within an object or area subject to one's control.

**B. Assault Behavior Using Commonly Found Items.** No one shall use any commonly found item, thing and/or object to inflict bodily harm, assault, intimidate, threaten, or raise fear in other persons when in a school building, on school property or grounds, on or around vehicles used to transport school students or personnel, or at any school related activity or function. Examples of such commonly found objects (but not limited to) are: Belts, combs, pencils, scissors, compasses, letter openers, etc.

**C. Penalties.** The Board of Education reserves the right to take whatever action it deems appropriate and necessary against any student violating this policy, including expulsion and/or exclusion.

The Mesabi East School District has adopted policies that are applicable to students behavior and related to expectations. These policies help shape the guidelines referred to in the Student Handbook. The policies listed below can be found in their entirety on our website: [www.isd2711.org](http://www.isd2711.org). A District Policy book is also available in the district office.

## TOBACCO FREE POLICY

Independent School District No. 2711 is committed to providing employees, students and visitors with a safe and healthy environment. It is also in the educational interest of the school system to set a positive example by its actions.

Use of any and all nicotine products will be prohibited at any time on any school property of I.S.D. #2711, including indoor and outdoor facilities, school vehicles or school buses. This includes after hour activities within the school facilities. Violations of this policy will be treated in accordance with discipline procedures as adopted by administration.

### **Policies**

Emergency Conditions 300.01

Safety 300.08

Maltreatment of Minors 300.11

Controlled Substances & Chemical Abuse 300.18

School Weapons Policy 501

Student Discipline 506

Bullying Prohibition Policy 514

Hazing Prohibitions 526

Policy Prohibiting Harassment and Violence 413 and 300.24

Wellness Policy 533

If you would like to receive any of this information, please contact the Superintendent's Office at (218) 229-3321 ext. 301.

Dr. Jeff Burgess, Superintendent

Kathryn Bukovic, Elementary Principal

## STUDENT & PARENT HANDBOOK SIGNATURE PAGE

**PLEASE REMOVE THIS PAGE AND RETURN TO MESABI EAST  
ELEMENTARY OFFICE BY THE SECOND FRIDAY AFTER THE  
SCHOOL START DATE.**

My signature below indicates that my student and I have received, read and agree to follow the policies contained in the Mesabi East Elementary Handbook.

Parent/Guardian's Name (PLEASE PRINT) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Student's Name (PLEASE PRINT) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_